

MISSION BRIEFING CHECKLIST

I. ORIGINAL BRIEFING

1. Mission Number: _____
2. Overview of mission (CAPF 102)
3. ELT frequency and search procedures (if applicable).
4. Weather overview
5. Staff assignments
 - a. Name tags
 - b. Shift arrangements/change of staff positions
6. Use checklists and assist each other
7. Miss base and sub-base telephone numbers: _____
8. Mission radio call signs:

	<u>Base</u>	<u>Aircraft or Vehicle</u>
a. 148.15	_____	_____
b. 122.9 or 123.1	_____	_____
9. Aircraft/vehicle parking and fuel arrangements
10. Mission reimbursement instructions
11. Flight/ground travel plan (all aircraft and vehicles)
 - a. Reporting requirements:
 - i) Takeoff and every 30 minutes; return to base if unable to contact base on schedule by radio or telephone
 - b. Return to base on time unless operations issues a time extension
 - c. FAA or F104 plan for return trip to home base. Arrival notification
12. Codes in use:
 - a. Code 1 – Confirmed find (ground personnel only)
 - b. Code 2 – Rendezvous
 - c. Code 3 – Probable find
13. Safety
 - a. Paramount in all operations
 - b. Take no undue risk; follow rules; THINK
 - c. Flight line and taxi; watch marshals
 - d. Local NOTAMS or safety reminders
 - e. Military training routes
14. Eating arrangements

II. UPDATE BRIEFING (approximately every 2 hours)

1. Overview of events thus far
2. Known facts learned since last briefing
3. Development of leads
4. Plans for search efforts – ground and air
5. Reports required
6. Weather outlook
7. Shift arrangements